

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Entry Program for Clerical Personnel

DD/A Registry

89-1295X

JUL 21 1989

| FR | AD/OP D/O | EXTENSION | NO. | DATE | TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|-----|---|-----------|----------|------|--|----------|-----------|--------------------|---|
| | | | | | | RECEIVED | FORWARDED | | |
| 1. | EXA/ Deputy Director for Administration | 25 | JUL 1989 | | | | | | Attached is a memorandum prepared jointly by the Office of Personnel and the Office of Training and Education to advise the addressees of our new program for entry level clerical personnel. Since the pilot running of this program begins on 14 August 1989, your signature at this time will permit us to give advance notice prior to actual program implementation. |
| 2. | | | | | | | | | |
| 3. | A/DDA | 26 | JUL 1989 | | | | | | |
| 4. | | | | | | | | | |
| 5. | DDA/Reg. (File) | | | | | | | | |
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DD/A REGISTRY
FILE: PERS-1-AR

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DD/A Registry

89-1295x

27 JUL 1989

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Acting Chairman, E Career Service

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: New Entry Program for Clerical Personnel

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1. The purpose of this memorandum is to provide information about a new program for all entry level clerical personnel.

2. Earlier this year, the Director of Personnel and the Director of Training and Education were tasked with designing and implementing a program for entry level clerical personnel. This program provides training and orientation to all clerical employees including provisionally cleared personnel who have successfully completed their polygraph and medical examinations.

3. The specific objectives of the program are to provide entry level clerical personnel with:

- a. an employment opportunity prior to full clearance;
- b. job-related skills;
- c. an introduction to the Agency and the world of intelligence;
- d. an acculturation to the Agency and its value system;
- e. networking opportunities with their peers;
- f. a familiarization with the Washington Metropolitan Area.

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SUBJECT: New Entry Program for Clerical Personnel

4. On 14 August 1989, a pilot program will be conducted for 25 clericals from the local area. Following that running, the program will be revised and adjusted and in October the course will run every three weeks with participation increased to 35. The program will last three to seven weeks depending on each participant's ability to meet the required skills level.

5. Attached for your information is a summary of the program. The Offices of Personnel and Training and Education are enthusiastic about the program and would welcome the opportunity to brief you or your staff if you so desire. Please contact [redacted] in the Office of Training and Education or [redacted] in the Office of Personnel for further information.

R. M. Huffstutler

Attachment:
As stated

PROGRAM DESCRIPTION

1. Beginning 16 October 1989, all fully cleared clerical applicants will enter on duty (EOD) and be placed in several weeks of Agency orientation and training. Also, local applicants who have been approved for employment by the Office of Medical Services and have successfully completed the Office of Security's (OS) polygraph examination may EOD as provisionally cleared contract employees with full staff-like benefits. Both groups of people will be immediately assigned by personnel action to their respective offices. All of these individuals will attend at least three weeks of unclassified training and orientation courses at East and South Buildings. Based on the results of the Test of Standard Written English, some of the employees will also be required to attend from one to three weeks of Fundamentals of English, Grammar and Punctuation, and Proofreading. Both the fully cleared EODs and the provisionally cleared people following receipt of full clearance will take an additional two to six days of classified training depending on their specific assignments.

2. The Office of Personnel (OP) will closely monitor the clearance process for completion and it is expected that most, if not all, of the provisionally cleared employees should be fully cleared by the time they are otherwise ready to begin classified training. In the event an employee is not yet fully cleared at that time, OP will identify unclassified tasks or additional unclassified training to occupy their time. Likewise, if an employee is disqualified by OS for staff employment, the on-site OP representative will inform the employee, privately, reiterating the terms of the contract and will then invoke the termination clause. This clause includes a provision that gives the individual ten work days of compensation in addition to the salary they have earned at the time of termination. OP is establishing a contact point at the Office of Personnel Management to whom we may refer our unsuccessful candidates who wish to seek employment elsewhere in the Government and who consent to such referral.

3. One of the important features of this program is the opportunity for mentoring of the new employees by the Secretarial Coordinator of the Directorate to which they are to be assigned. The Coordinators have accepted this responsibility, and time has been built in to allow for meetings at various stages throughout the training program.

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SUBJECT: Program Description

4. As the attached synopsis of the program indicates, these several weeks of orientation and training prior to participants' first assignments will be time well spent. Since several of the courses are required courses under the IS System, the problem of scheduling training soon after the arrival of a long-awaited new secretary will be alleviated. This period will also provide an excellent opportunity for networking among our clericals, allowing them to find roommates and make housing arrangements. More importantly, we believe that the result of this program will be new clerical personnel reporting to their offices better trained and more familiar with the Agency than in the past.

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UNCLASSIFIED TRAINING

WEEK ONE: Administrative Briefings
 History/Overview of CIA
 Listening
 Family Employee Liaison Office
 Employee Assistance Program/
 Financial Responsibility
 Public Affairs Office
 Equal Employment Opportunity
 Managing Work Under Pressure (required at
 IS-02 level)
 Cultural Diversity
 Team Building

WEEK TWO: Street Survival Course (2 days)
 Tour of Area/Metro System
 Fundamentals of Word Processing (2 days;
 required at IS-01 level)

WEEK THREE: Test of Standard Written English
 Ethical Issues in the CIA
 Career Profiles
 Current Events (China)
 Geography
 Professionalism in the Office (required at
 IS-01 level)
 DCI Management Advisory Group
 FBI/State Department Tours
 Terrorism
 Narcotics
 FBIS

WEEK FOUR,
FIVE & SIX Fundamentals of English
 Grammar and Punctuation (required at
 IS-01 level)
 Proofreading (required at IS-02 level)

WEEK SEVEN: Begin Classified Training

CLASSIFIED SELF-STUDY MODULES

All students will take the following self-study modules.
Estimated time for completion is approximately two days.

- Telephone Directory
- Telephone Techniques
- Security of the Office
- Sources of Reference

The following self-study modules are mandatory for all IS personnel and certain other clerical personnel. Estimated time for completion is three to four days.

- Role of the Secretary
- Time and Attendance Workshop
- Classification Module
- Correspondence
- Cable Create and Dissem
- In-Box Exercise

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DA/OTE/SACTD [redacted] (14 July 1989)
DA/OP/E/APD/[redacted] (14 July 1989)

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